

**REASEHEATH COLLEGE BOARD**  
**QUALITY AND STANDARDS COMMITTEE**

**Minutes of the meeting held on Friday 12 March 2021 at 2pm**  
**Via MS Teams**

Present        Marcus Clinton (principal) MC  
                   Jane Cowell (independent) JC  
                   Peter Green (independent) PG  
                   Anne McKay (staff) AM  
                   David Pearson (independent) DP  
                   Alastair Taylor (independent) (chair) AT

Attending      Joseph Gough (student) JG  
                   Kate Cole (student) KC  
                   Matthew Gower (vice principal) MGower  
                   Trudie McGuinness (assistant principal) TM  
                   Wendy Watson (head of quality) WW  
                   Paul Spearritt (assistant principal) PS  
                   Iain Clarke (assistant principal) IC  
                   Graeme Lavery (vice principal) GL  
                   Jennifer Harper (staff, observer) JH  
                   Jackie Schillinger (company secretary) JS

Part A unless stated

Item	Content
<b>1.</b>	<b>Welcome and apologies for absence</b>
1.1	The Chair welcomed all to the meeting. There were no apologies for absence, but Mike Gorton was unable to join due to internet issues.
1.2	The meeting was quorate.
<b>2.</b>	<b>Declarations of interest</b>
2.1	The interests of MC, PG and JC as directors of the college subsidiary company were noted. There were no other interests noted in relation to the meeting.
<b>3.</b>	<b>Minutes and matters arising</b>
3.1	The minutes of the meetings held on 5 November 2020 and 15 January 2021 were approved as a correct record.

3.2	<p>In matters arising, PG noted that the curriculum areas for monitoring are not specifically included on the agenda. JS noted that the QIP and quality health checks relevant for those areas have been included in the papers for the meeting as background information for discussion in agenda items 4.2 and 5.2 in terms of assurances sought. DP suggested a RAG rating for actions rather than too much detail in the action log would be useful and noted the action from November 2019 had been superseded and can be removed. PG requested an update on dashboard progress and MGower noted that he would be sharing dashboard information in the meeting and was aiming to provide a governor dashboard report going forwards.</p>
<p><b>4.</b></p> <p>4.1</p> <p>4.2</p>	<p><b>Student Experience</b></p> <p>MGower presented a Covid update including:</p> <ul style="list-style-type: none"> <li>- College restart plans – MGower updated the committee on the first week back on campus, reporting that everything had gone well including the testing, with no positive cases. He noted that arrangements were very similar to the autumn term though with some differences, such as the wearing of masks in class. He confirmed that the Covid steering group meets daily and deals with daily queries and needs to be very responsive. He highlighted the challenge around student assessments to work though for the end of year.</li> <li>- Safeguarding and wellbeing –MGower confirmed there is a weekly update at executive team meetings and safeguarding leads also have a weekly meeting. He noted that there are a large number of mental health issues being presented but the service is managing to provide the level of service needed to keep students safe. He added that the recent student survey Pulse 2 results with a very high response rate evidenced that students feel safe, with 98% saying they felt safe during the lockdown. In terms of risk, he noted that both safeguarding and wellbeing teams are stretched and have some current staff vacancies that are recruiting at the moment and once these are filled the risk will be managed well. JC requested and received assurance that the college is alive to accessing the ESFA catch up funding to support mental health service resourcing.</li> <li>- Health and safety – MGower confirmed that Covid risk assessments had been refreshed as students return to campus, with the weekly reporting to the executive team meeting and the daily covid steering group meetings give assurance that this risk remains well managed. In terms of health and safety in the curriculum, MGower acknowledged there are limits to how effectively this can be taught remotely but he gave examples of the ways this is being delivered. He provided assurance that this is a priority in term three to ensure there is hands on experience and this will continue to the very end of term so that there is sufficient time in the year to cover this aspect effectively. AT confirmed that he felt reassured by the plans in place following his link visit on health and safety with the health and safety manager.</li> </ul> <p>Students JG and KC provided their feedback on their experience. JG noted that compared to his younger siblings at school, the college remote provision has been remarkable. KC confirmed that she has found the remote provision good but that it was great to come back to campus. In the circumstances, they both considered the quality of provision to be very good. They confirmed that the Student Association lunch meeting held on return was very positive about being back on campus. DP noted the concerns highlighted earlier of the impact of covid on young people’s mental health and resource staffing implications going forwards and he emphasised that the college needs to keep this in mind as a key risk at the moment. MC agreed and noted that there is planning in place on how best to support incoming students next year and this will be reflected and managed on the risk register.</p>

4.3	<p>Quality Update and dashboard: WW presented the quality update and explained that it had an amber rating overall due to some disruption to usual process caused by covid, but that there was nothing flagged as a major concern. She provided assurance that the quality learning walks have continued throughout lockdown and are generally very positive. She highlighted the very positive Pulse 2 survey results with a high response rate. She noted that 97% would recommend the college to a friend and 98.8% feel safe online. She added that any students who expressed that they do not feel safe are followed up by safeguarding and only one of these had to be further followed up by the safeguarding team. She provided assurance that the quality health checks that have been carried out have shown improvement in areas requiring it, with Sport being increased from a grade three to a two as a result. In response to a question by AT on exams/assessments this year, WW agreed that it would be helpful to have some assurance on this at the next meeting. In response to a question by PG on missed registers WW and PS explained that this had improved following a drive on it and that plans are in place to renew this focus to ensure good consistency again across college on attendance registers. DP thanked WW for the clarity of the report, which was very well presented and represented good board reporting, with which all agreed, with thanks to WW.</p>
<p><b>5.</b></p> <p>5.1</p> <p>5.2</p>	<p><b>College FE Performance</b></p> <p>Attendance Retention and Satisfaction Dashboard: MGower presented the dashboard on screen and covered the key areas of attendance, retention and satisfaction. He noted the overall key figure of 97.57% overall retention and then showed how this was broken down by groups. He added that the figures have not dropped since January and are slightly up on last year but noted that this year is not a typical year on year comparison. He highlighted overall attendance at 91.92%. On consideration of the dashboard data, members took good assurance from the reporting. JC noted that trend information and benchmark information are important in a good dashboard aimed at governors.</p> <p>Quality Improvement Plan Monitoring Report and Key Performance Indicators (Term 2 update): TM presented her update report, which was well received as a clear report on KPIs and provided good assurance at this stage in the year. It was agreed to check the apprenticeship data figures in the report outside the meeting as it was noted this was an overall achievement figure rather than retention. It was confirmed that destination data had been surveyed and this report will be brought to the next meeting, for assurance. PG requested and received assurance that those areas graded as requiring improvement in the Self-Assessment Report have improved this year and are not expected to be a grade three in the next Self-Assessment Report.</p>
<p><b>6.</b></p> <p>6.1</p>	<p><b>Apprenticeships Performance</b></p> <p>Reaseheath Training and DART performance update: Due to time constraints, it was agreed that this item be postponed to a one item agenda meeting via Teams, to be arranged following the meeting.</p>
<p><b>7.</b></p> <p>7.1</p>	<p><b>Teaching and Learning and Curriculum Update</b></p> <p>Adult and STEM update: PS provided an update in the meeting including the impact of covid disruption on adult delivery. He provided assurance that retention is solid for 19+ adult provision overall, but with the level 3 being the lowest retention. He noted that the college is forecast to just about meet its AEB budget and provided information on new courses on offer to access the national skills fund pot and tap into some of the advanced learner loans funding. He highlighted work going on to improve the course application process for adult learners. JC suggested some local market research on course flexibility and clarity of communication on funding and progression routes and would be happy to link with PS outside the meeting to discuss this further if helpful. PG requested assurance that the college staff are able to</p>

	<p>advise potential adult learners on the funding and PS agreed that there is some more work to do on the website to provide more clarity and to extend staff knowledge in this area. PS provided an update on curriculum planning and STEM as well as linking with external organisations, such as STEM mentoring programmes. Members took good assurance from the update and thanked PS.</p> <p>7.2 ALE update: IC provided an update on developments for the Academy of Land and Environment including progress with culture and working, curriculum offer and planning, projects including Reaseheath 100 projects and the recent funded developments of the robotic milking and the vertical farming projects, the data hub partnership which highlights the STEM nature of the curriculum and excellent industry partnership working. He updated members on the development of the sustainability strategy and its incorporation into the curriculum and the field to fork agenda. Members welcomed the good assurance on the progress of ALE and the various projects ongoing and in development. JC wondered if there was a concern over horticulture recruitment and IC agreed that this is a sector issue and more work is needed to bring horticulture back into line as it is a missed opportunity at the moment. PG added that traineeships might need to be looked at more closely now that the funding has changed and he also highlighted the excellent recent staff development day on sustainability. MC added that the countryside area has bucked the trend and the work that is now being done to promote the USP of the college linked to the Reaseheath 100 events over the next year will include all areas of ALE and he considered that horticulture recruitment will start to improve and will also feed into the curriculum developments at higher education level. Members took good assurance from the update and thanked IC and looked forward to when governors could come on campus and tour the new facilities.</p> <p>7.3 Teaching and Learning and CPD update – supporting staff ability to deliver remotely: AM provided an update for assurance on the ways in which the college has been supporting staff to delivery remotely and the challenges that the staff have faced. She confirmed that the next stage following the reactive phase over the past year is to provide more clarity on the key aspects and requirements to ensure that future delivery is effective going forwards. PG asked about the future plans to blend digital learning and AM agreed that work is key on what a good remote learning day looks like and PS confirmed that maths and English delivery would retain online delivery within a four day week model. Members took good assurance from the work ongoing and looked forward to another review of this following the college’s further reflection and review.</p>
<p>8.</p> <p>8.1</p> <p>8.2</p>	<p><b>College Group Strategic Risk Register and KPIs</b></p> <p>The FE and Apprenticeships risk update report was received for information and assurance, noting that the move to the new RSM4Risk system was taking place at the moment and so an extract only of the Board Assurance Framework report was provided at this meeting. It was agreed that the performance updates in this committee in future could usefully include information on student numbers to enable members to consider any potential link between quality and recruitment.</p> <p>The governor curriculum/support engagement summary report was received for information and assurance.</p>
<p>9.</p> <p>9.1</p>	<p><b>Monitoring reports for information</b></p> <p>The following reports were received for information and assurance:</p> <ul style="list-style-type: none"> <li>- FE Academic Board Minutes</li> </ul>

	<ul style="list-style-type: none"> <li>- Assurance on the implementation of the agreed college security policy, which had been an action from a previous meeting, with no concerns to bring to the attention of the committee. It was agreed that the policy be circulated for information.</li> </ul>
<b>10.</b>	<b>Any items to escalate to the risk register/report to Board</b>
10.1	The discussion on resourcing the mental health challenge was highlighted as a risk area going forwards and the work needed to be done to put in place the recovery and restoration plan, including teacher assessed grades.
<b>11.</b>	<b>Any other business</b>
11.1	JC suggested that the planned review of the BeReady programme mentioned in one of the reports could consider how aspects around violence against women could be incorporated.
11.2	An invitation to the Landex peer review meeting was provided and members agreed that they would contact WW outside the meeting if they wished to attend.
11.3	PG noted the recent Education and Training Foundation governor session on T Levels and received assurance that this T Level planning and preparation will be looked at in a strategic development session this year.
<b>12.</b>	<b>Date of next meeting</b>
12.1	The date of the next meeting was agreed as Wednesday 23 June 2021 at 2pm, with a joint session with HE Committee via Teams agreed for Thursday 29 April 2021 to consider the connectivity of FE and HE curriculum strategy.
12.2	It was agreed that an additional meeting be organised via Teams to consider apprenticeship performance.

The meeting closed at 5pm.

Confirmed as a correct record: 23 June 2021